



The National Assessment Agency Limited

In partnership with Real Training (UK)

Certificate of Competence in Educational Testing (Level A)
BOOKING FORM 2011/2012

Complete and return to:

**Éirim: The National Assessment Agency Limited,
65 Bath Avenue, Sandymount, Dublin 4**

Fax: +353 (0) 1 6674174

Name	
Home Address	
Invoice Address (if different)	
e-mail	
Work Telephone	
Mobile Number	
Job title	
Best time to contact	
How did you hear about Éirim?	

CCET – Course Applied For:

Online CCET course (€1350)

3-day Intensive course (€1700)

NB***Please indicate the course location & date (intensive course only – see website)**

Location: _____

Date: _____

Payment Details

All courses require a **deposit of €550 to secure a place**

If studying online & paying by instalments the full amount must be submitted to Éirim before commencing Unit 4 of the course or within 90 days of beginning the course.

I would like to pay by:

Cheque / Euro Bank Draft

I enclose a cheque/draft for € _____ (made payable to Éirim Ltd.)

Electronic Funds Transfer (EFT)

I have made a payment of € _____ to Éirim Ltd. (Sort Code: 90-66-70
Account Number 94908430)

Request for Invoice/receipt

Please send an **invoice** to _____

_____ Contact name: _____

Contact e-mail: _____ Contact no.: _____

Please send a **receipt**

Invoices and receipts will normally be e-mailed. If you would prefer to receive your invoices/receipt by post please tick here

Terms & Conditions

I have read & agree to the terms and conditions (this box must be checked)

Signed: _____ **Date:** _____

By sending this form you agree to be bound by the terms and conditions. You further confirm that you are the person submitting this form and that you know of no reason why you cannot be enrolled on this course. Éirim reserves the right to refuse applications.

Terms and Conditions

1. By becoming a client of Éirim you enter into a contract by which you: Confirm that you are willing to participate fully in the course. Agree to pay the relevant fees.
Confirm that you have or are willing to arrange access to suitable materials as required by the course. Agree to attend the relevant competence assessment procedures if they are required by the course. Agree to take full responsibility for your actions and opinions. Agree to abide by these terms and conditions.
2. If you are enrolling on a course that involves working with clients of your own (e.g. children and/or vulnerable adults) you further: Confirm that you have legitimate access to children / adults within an educational establishment and that permission has been sought and agreed from the head of that establishment to work with those children / adults for the purpose of practising the competences in the course. Confirm that you will not work with any client, either individually or in a group, without gaining informed consent from the client or, in case of children, their parents or legal guardians. Confirm that you have been or are willing to be subject to suitable Criminal Records Bureau check if appropriate and have no undeclared offences that might put your clients at risk.
3. All fees are payments in advance and are non-refundable except as stated below.
4. We reserve the right to refuse clients for any reason.
5. Where the course is sold at a distance, in line with Distance Selling Regulations, you have a 7 day cooling off period from receipt of your course materials if studying online. If during this period you decide not to continue you must inform us in writing, returning all materials to us in their original condition. Your booking will then be cancelled and your deposit will be returned to you. You are liable for all postage costs. A full refund of fees paid will be made within 30 days subject to any deductions for damaged goods. No refund is payable 7 days after booking or after you have started a course, whichever is the sooner.
6. Full payment of fees must normally be made within 30 days of invoice. Places might be limited and will only be confirmed on receipt of your deposit. Clients can elect to pay by instalments for online courses in which case the first payment must be made within 30 days. Final payment is due after 90 days. The payment schedule for corporate clients will be stated in the estimate.
7. Unless stated otherwise fees levied by professional organisations for registration are payable by the client.
8. Any client who is apparently finding it very difficult to meet the competences of the course will be offered additional tuition. If this does not resolve any difficulties the client may be required to leave the course and a refund (excluding expenses incurred) will be offered. The refund will only be offered if the client has implemented the advice of Éirim in full.
9. All courses must be completed in the time frames below:
CCET online courses : - within 2 years of start date.
CCET intensive courses – within 1 year of start date
Extension beyond these times is at the discretion of Éirim Ltd and is subject to a fee payment.

Personal Information

10. Clients of Éirim must provide accurate and complete postal address, contact telephone number and e-mail address. We may refuse or cancel your enrolment if you do not supply these. Your details will not be used for any purpose other than the efficient and effective running of Éirim.
 11. The majority of correspondence with and from Éirim is conducted electronically using e-mail and web-based protocols. Your details will be added automatically to our database. Your details will not be passed to any third party without your permission, unless requested by law or a similar authority.
 12. Éirim abides by the Data Protection Act.
- ### Rights and responsibilities of Éirim
13. Éirim agrees to provide its clients with some or all of the following:
Relevant course material.
Access to the Campus Online™ platform.
An assessment methodology suitable for the course.
A non-transferable licence to use all relevant materials and web based services.
 14. We reserve the right to change payment of the enrolment fee prices without notice. This will not affect those who have already booked on the course at an agreed rate.
 15. Éirim reserves the right to terminate any enrolment if it suspects that any part of these terms and conditions have been broken.

Complaints

16. If you have a complaint about any products or services provided by Éirim please contact training@eirim.ie or telephone 01 6674174. One of our managers will contact you within 10 working days (excepting periods of closure normally Christmas and August).
17. The manager will investigate your complaint and aim to provide a satisfactory way forward within a further 10 working days, subject to the limits outlined in these terms and conditions.

Liability and contractual obligations

18. No other statements in the training materials, on the website or e-mail correspondence may be taken to imply any contractual obligation by Éirim.
19. Any liability will be limited to the payment of the enrolment fee paid, except in the event of personal injury or death at an event organised by Éirim.
20. Information, whether on the web or in any other form, is provided for the use of clients and others at their own discretion. No liability will be accepted for the accuracy of any information or the consequences of its use by clients or others.
21. Nothing in this agreement or in any material on the website or any other correspondence between us shall confer or purport to confer on any third party any benefit or any right to enforce any terms of this agreement.
22. All client contracts are governed by and construed in accordance with Irish law and the parties agree to submit to the exclusive jurisdiction of the Irish Courts.
23. Éirim is a Limited Company. The administration address is 65 Bath Avenue, Sandymount, Dublin 4.

Éirim

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www.eirim.ie

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